Five File Format (FFF) Webinar FAQ

This is not a required process. However, it is a required process if you want to get students in Schoolnet right now. Otherwise you can wait until the monthly submissions which as you know are not required for September so districts can wait until October. If you wait until October to submit your monthly upload, you are waiting until October to use Schoolnet. So you will want to use this FFF to get those students in Schoolnet if you want them in right now.

1. *If I am a PowerSchool user do I need to be on this Webinar?*

The short answer is no, you don't need to be on the webinar. PowerSchool has this option built into the system already. So if you want to participate in the FFF format you will need to contact your PowerSchool representative to have that feature turned on if you are not already familiar with it.

2. *What do you mean we will have to sign up with our PowerSchool Administrator?*

You will need to contact your system vendor or whoever your PowerSchool representative is and have that feature turned on. PowerSchool already has this feature built into their system so the SFTP portion should be a one button process that you can initiate.

3. *Will the presentation be posted on the SDE site?*

Yes, this presentation is being recorded and will be posted on the SDE site. The link and communication will roll out shortly.

4. *When students are loaded into Schoolnet through this process, will they automatically be loaded in a database within Discovery Education?*

Through the FFF process students will have access to Discovery. However, the classrooms inside of Discovery are not part of this process so you will have to work with Discovery individually. The FFF and ISEE process just allow access to Discovery but does not allow the passing of data for classrooms or sections.

Another area that we are working on with the FFF and single sign-on is the credentials for Think Through Math (TTM). We are trying to work with this structure to get students and courses tied to teachers within that platform.

5. *Once we start this do we have to continue nightly or can we do this as needed?*

Again, this is not required. If you want to participate one time to get students loaded you may do that but you don't need to continue to use the process. It is essentially at your own discretion. The benefit to using the FFF is tracking your transitions through the school year. You're welcome to submit nightly, weekly, bi-weekly, or every two weeks, it is totally up to your own discretion. The bigger districts are going to have more data to submit so maybe some of the smaller districts won't need to submit more than once a week so that is certainly up to you at the district level.

6. *Will you be telling us which fields will be required to upload to SN?*

Yes, we can get a breakdown of the necessary fields that need to be sent to Schoolnet. If you are using Schoolnet then you should already have a good idea of what data is already there. If that's the data you are concerned with and want to see in Schoolnet you will want to make sure it is included in the uploads. But there are some files that are specifically required to be included in order to get any data into Schoolnet so we will make sure you are aware of those requirements. Required fields can be accessed by clicking here.

7. *The monthly uploads will automatically be submitted to SN, right?*

The monthly uploads will continue to come in the same way they have been coming in through SRM. They get ETL'ed into our core and another set of ETL's extracts that data and sends it to Schoolnet so that process is not changing. There are some additional checks and balances that will be in place that will look for the incremental or FFF data that has been sent in. We are not gutting out the information that has been sent in past the close of the collection period. When the monthly upload comes in it will not remove the FFF information but will keep it up there. For example, if you have a student coming in after the collection period closes you want them to stay in there until he is included in the monthly upload. Of course he is not going to be in that monthly upload but he will be in the following one so there are some processes that have been added. However, the monthly upload will continue to go to Schoolnet the same way it does now.

8. *Our staff demographic file is generated from Skyword and not PowerSchool. Can we submit from two separate programs or just submit 4 files from PowerSchool nightly?*

In that case you will probably have to do the manual process through the SFTP client unless you can get both vendors on board to send the automated files. PowerSchool could possibly send the 4 files so you would just need to send one file through the manual process. Again, we do need staff demographics. The four essential files that must be included are Staff Assignments, Student Course Enrollment, Staff Demographics, and Student Demographics. Initial this was designed to take incremental data because we only wanted to see what had happened since the last monthly submission. But PowerSchool was on board with the full loads so they were sending all the data in. Theoretically if you send us information and the next day you just send us new information

that is the structure this process was designed around. The process would just pick up the new information transitioned since the last upload. Therefore we could pick-up new students as they were coming in without waiting a whole month.

9. *The staff demographic from our district comes from our HR system not our Student Information System (SIS). You mentioned that you will be working with our SIS vendor to automate this process. How will we get that information into the automated process?*

Again, both vendors are going to have to be on board with this. If they're not both participating then you are only getting partial files. If one system can send the files and the other one can't then you would be responsible for sending in those other files through the manual process. Required files would all have to be present in order for this to work correctly. We can notify the vendors but we can't make them do it. We can notify the vendors and let them know that the district is requesting this. We don't know how soon they will be able to push an update for the automated process; if it is even something they are capable of doing. We can send a communication out to the vendors requesting that they look into the automated process. If you are concerned with whether a vendor got the communication, you can reach out to the SDE or you can put in a request with the vendor to have the automatic process set up.

10. *When will a student be able to log into Schoolnet...last week we were seeing errors?*

If you are seeing errors it is probably because you haven't sent anything in. We have no course enrollment data being currently sent in. If the course information was closed out at the end of the school year last year then there are no sections and no courses so the student logins won't be working right now. Once the FFF comes in to us, the EDUID is the user name.. This process is currently being worked on and they should have logins that work throughout the summer as well. That is not pertaining to the FFF process but something that we are working on to address that question.

11. *You may have already said this but if there is a missing teacher will the rest of the data upload?*

Missing teacher as in a missing demographic record or missing demographic and staff assignment records? Let's talk about the staff demographic record. **We only need the initial demographic record from the beginning of the year**. As you include staff assignments and new students and student transitions we won't require the staff demographic record again. It is only required that one time. So moving forward, give us that one staff demographic file at the beginning of the year, **whether it's ISEE or the FFF and we will have the demographics moving forward**. That should pertain to the student as well. Once we get the initial student demographic file we are only looking at course enrollment record and staff assignment files moving forward.

12. *We are hoping to have access for new teachers by August 9. Will the FFF make it possible for*

the new hires?

Yes.

13. *Yes, we will be able to manually send one staff demographic file and keep it in the folder for the month. Then do we do nightly uploads with the PowerSchool files?*

Send in the staff demographic file for access then turn on the PowerSchool automatic process. To reiterate, If you send in the staff demographic file and did not have a staff assignment created for that person they would gain access to Schoolnet but they would not see any sections because that was not sent to us.

14. *If the assignment is missing from the assignment file does it skip that one student course record and continue the processing for the rest or does it stop the process?*

The process skips over the missing assignment and keeps going. It will not load the student's course enrollment records without any link to an assignment file. It will disregard those records and continue to load the rest.

15. *How long after a new teacher signs up for Schoolnet will they be able to login?*

That will depend on how quickly you can get us a FFF upload or your ISEE upload. They can register at any time but they won't gain access until Schoolnet receive their information whether is it through FFF or your ISEE monthly uploads. So it could be a matter of 48 hours from the FFF upload that a new teacher could be able to access Schoolnet. If the SDE has your FFF file, the teacher is already in the file, the records are entered correctly, the teacher has registered and has been mapped to their EDUID, and if it is before 5 pm MST they should be able to login the next day. There is a mapping that happens at night when the information is transferred to Schoolnet and this causes a one day turnaround time. Again, it is important that district instructional staff [complete the registration process through the ISEE Portal](#).

16. *Just so I am clear, are we supposed to submit new information after the first FFF submission?*

We only want the differential. So you continue to submit the new data each time. So, for instances, if you have a student that came into your district add them in. If you have a student that changed courses add them in. A new teacher that came into the district is the differential that is beneficial after your first FFF submission.

17. *The data headers for the files will be listed on the website somewhere right?*

The file headers that are being used for the FFF are the exact same template files as the ISEE files

and you can take them right off the ISEE page. You can type the information right underneath the headers if you like to type and pass it through. They don't need all the data elements that are in the files so we will post a list of the "Must Have" headers for the FFF Process.

18. *If we use the PowerSchool piece to do this, will we still need to FTP the files to the SDE?*

No. PowerSchool already has this built into their system. They have the IP address and the login and password. All that information is in PowerSchool and it is just a matter of getting the feature turned on so you can fire that button away and do it automatically.